

**Center for Domestic Peace**  
**Bilingual Overnight Emergency Services Advocate**  
**JOB DESCRIPTION**

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<b>Job Title:</b>	Part Time Overnight Emergency Services Advocate (Spanish)
<b>Hours:</b>	Part-time, Saturday-Sunday 1 am – 9 am plus weekly Tuesday from 9 am - 10 am
<b>Compensation:</b>	\$24.54 per hour
<b>Overtime:</b>	Non-Exempt
<b>Benefits:</b>	Sick leave
<b>Union:</b>	No
<b>Date of Hire:</b>	Immediate

\* Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

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**CENTER FOR DOMESTIC PEACE** is a nonprofit organization, in existence now for 42 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at [www.c4dp.org](http://www.c4dp.org).

**PRIMARY JOB RESPONSIBILITIES**

The Bilingual (Spanish) Overnight Emergency Services Advocate position reports to the Manager of Emergency Services. This position is responsible for the following:

1. Provide onsite shelter overnight coverage from 1am-9am, Saturday and Sunday.
2. Answer Hotline calls Saturday and Sunday 1am-9am.
3. Attend weekly meetings as required once per week on Tuesday, 9-11 am.
4. Respond and coordinate with Emergency Services Program Leader regarding any shelter emergencies.
5. Provide initial intake and assessment with emergency shelter families.
6. Monitor safety and security practices and confidentiality protocol.
7. Provide initial phone screening and assessment with eligible Hotline callers requesting shelter.
8. Provide Hotline and in-person domestic violence counseling, advocacy, and support.
9. Track all Hotline and shelter interactions in Salesforce Database.
10. Assist Domestic Violence Assessors who call Hotline, and others seeking to connect victims to C4DP.
11. Maintain and develop on-going working relationships with Marin County and other relevant Bay Area community agencies and resources.
12. Assist Emergency Services Program Leader with maintaining files for Division of Emergency Services.
13. Fulfill special projects and other duties as assigned by Manager and/or Program Leader of Emergency Service.

**REQUIREMENTS**

1. Fluent bilingual in Spanish, both written and oral.
2. 1-2 years relevant experience, education or training in a related field.
3. Completed Center for Domestic Peace 40-hour Domestic Violence Advocate Training (Can be completed after hire).
4. Previous experience providing direct services to battered survivors and their children OR successful completion of a certified domestic violence counselor training course.
5. Understanding of the peer support model and Center for Domestic Peace' feminist analysis of domestic violence.

6. Crisis intervention skills.
7. Counseling and group facilitation skills.
8. Demonstrated knowledge of Marin County community resources.
9. Excellent communication skills.
10. Computer skills: comfortable with word processing and data entry; familiarity with Microsoft Office 2010 suite.
11. Valid driver's license and auto insurance **with liability minimum of \$100k (per person)/\$300k per occurrence**, and access to a car during working hours.
12. Must be able to lift 30 lbs. Some (heavy) lifting of donations, household, guest and/or other items.
13. Background check and clearance through DOJ Live Scan fingerprinting required.
14. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION  
EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

**TO APPLY:**

Submit current resume with a cover letter to (no calls please)  
Emergency Services Program Leader  
Center for Domestic Peace  
734 A Street, San Rafael, CA 94901  
Or email to [sarana@c4dp.org](mailto:sarana@c4dp.org)